

Lower Cape Fear Water & Sewer Authority
Regular Board Meeting Minutes
June 5th, 2023

Vice-Chairman Knight called to order the Authority meeting scheduled on June 5th, 2023, at 9:00 a.m. and welcomed everyone present. The meeting was held at the Authority's office located at 1107 New Pointe Boulevard, Suite 17, Leland, North Carolina. Director DeVane gave the invocation.

Roll Call by Vice-Chairman Knight:

Present: Patrick DeVane, Wayne Edge, Harry Knight, Al Leonard, Jackie Newton, Phil Norris, Scott Phillips, Chris Smith, Frank Williams, and Rob Zapple

Present by Virtual Attendance: Norwood Blanchard and Bill Saffo

Absent: Charlie Rivenbark and Bill Sue

Staff: Tim H. Holloman, Executive Director; Tony Boahn P.E., McKim & Creed; Matthew Nichols, General Counsel; Sam Shore, COG; and Danielle Hertzog, Financial Administration Assistant

Guests Present: Glenn Walker, Brunswick County Water Resources Manager; Jordan Clark, Computer Warriors; Kenny Keel, Pender County Public Utilities Director; Jess Powell P.E., McKim & Creed; and Richard K. Spruill Principal Hydrogeologist Groundwater Management Associates, Inc.

Guests Virtual Attendance: Craig Wilson, Cape Fear Public Utility Authority Engineering Manager.

PLEDGE OF ALLEGIANCE: Vice-Chairman Knight led the Pledge of Allegiance.

APPROVAL OF CONSENT AGENDA

C1 – Minutes of June 5, 2023, Regular Board Meeting

C2 – Minutes of June 5, 2023, Personnel Committee Meeting

C3 – Kings Bluff Monthly Operations and Maintenance Report

C4 – Bladen Bluffs Monthly Operations and Maintenance Reports

C5 - Final Master Plan for 25-Year Planning Period FY 2023-2047

Motion: Director Zapple **MOVED**; seconded by Director DeVane, approval of the Consent Agenda Items C1-C5 as presented. Upon voting, the **MOTION CARRIED UNANIMOUSLY**.

OLD BUSINESS

OB1 – Finance Committee Recommended Budget for Fiscal Year 2023-2024.

Motion: Director DeVane **MOVED**; seconded by Director Edge, approval of the Fiscal Year 2023-2024 Budget and Budget Ordinance. Upon voting, the **MOTION CARRIED UNANIMOUSLY**.

NEW BUSINESS

NB1 – RFQ Engineering Services Associated with Kings Bluff Raw Water Pump Station Air Backwash Building & Access Walkway.

Motion: Director Phillips **MOVED**; seconded by Director Williams, approval to award McKim & Creed with Kings Bluff Raw Water Pump Station Air Backwash Building and access walkway. Upon voting, the **MOTION CARRIED UNANIMOUSLY**.

NB2 - Consider approval of Personnel Policy Leave and Compensation amendments.

Executive Director Holloman proposed four updates to the current holiday and leave policies. Update one would change an employee's fifty days of annual leave to sixty days. Update two would change the leave credit over thirty days of annual leave may be carried over to forty-five days. Update three would allow anything over forty-five days of annual carryover to be rolled over to sick leave at the end of each year. Update four would add employees shall be eligible to request up to one week of pay for one week of accumulated leave each fiscal year.

Motion: Director Zapple **MOVED**, seconded by Director Newton, to approve Personnel Policy Leave and Compensation amendments. Upon voting, the **MOTION CARRIED UNANIMOUSLY**.

NB3 - Consider approval of Interlocal Agreement Amendment

Executive Director Holloman advised the agreement to be updated to remove all state funds that must be expended on construction. Due to cash flow issues and due to the need to pay invoices, a request for funds to be released from the state has been sent. Director Zapple wanted to confirm that Matt Nichols reviewed the agreement. Matt Nichols advised extensive discussions between LCFWASA and CFPWA were had, and they all feel this is the most efficient way to strike the one sentence.

Motion: Director Newton **MOVED**; seconded by Director Phillips, to approve approval of Interlocal Agreement Amendment. Upon voting, the **MOTION CARRIED UNANIMOUSLY**.

NB4 - Resolutions of Governing Board of Recipient for Project No. SPR-D-ARP-0170 48" Parallel Raw Water Main Project American Rescue Plan-S.L.2022-74 Leland, NC

Motion: Director Williams **MOVED**; seconded by Director DeVane, to approve Resolutions of Governing Board of Recipient for Project No. SPR-D-ARP-0170 48" Parallel Raw Water Main Project American Rescue Plan-S.L.2022-74 Leland, NC. Upon voting, the **MOTION CARRIED UNANIMOUSLY**.

NB5 - Resolutions of Governing Board of Recipient for Project No. SPR-D-ARP-0138 Pre-Construction Planning Grant and Rate Study American Rescue Plan-S.L.-2022-74 Leland, NC

Motion: Director Norris **MOVED**; seconded by Director Zapple, to approve Resolutions of Governing Board of Recipient for Project No. SPR-D-ARP-0138 Pre-Construction Planning Grant and Rate Study American Rescue Plan-S.L.-2022-74 Leland, NC. Upon voting, the **MOTION CARRIED UNANIMOUSLY**.

ENGINEER'S COMMENTS

No comments

ATTORNEY COMMENTS

No comments

EXECUTIVE DIRECTOR REPORT

EDR1 – Comments on Customers' Water Usage and Raw Water Revenue for Fiscal Year to Date Ending May 31, 2023

Executive Director Holloman reported that during May 2023, Brunswick County and Pender County were above projections.

DIRECTOR'S COMMENTS AND/OR FUTURE AGENDA ITEMS

Vice-Chairman Knight appointed Director Scott Phillips as the new treasurer due to Director Phil Norris stepping down.

PUBLIC COMMENT

No comments

PRESENTATION by Richard K. Spruill

ADJOURNMENT

There being no further business, Vice-Chairman Knight adjourned the meeting at 9:59 a.m.

Respectfully Submitted:



Patrick DeVane Secretary